
TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the multiple-choice examination for the **Buyer Assistant** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

I. PURCHASING PROCEDURES AND TERMINOLOGY (14 Questions)

Employees in this job are required to perform various basic purchasing functions for the central purchasing unit. To effectively perform these duties, a general knowledge of the methods and terminology used in centralized purchasing is necessary. Test question topics include:

- Purchasing terms;
- Factors which influence purchase price;
- Methods of measuring the efficiency of a purchasing department;
- Invoices/purchase orders;
- Determining factors when awarding a bid;
- Buyer/vendor etiquette;
- Purchase specifications.

II. BUSINESS MATH/WEIGHTS AND MEASURES (20 Questions)

Employees in this job spend much of their time performing various mathematical calculations that may include the use of weights and measurements. To successfully perform these activities, a general knowledge of business math as well as weights and measures is required. Test question topics include:

- Computations involving measurements;
- Computations involving percentages;
- Calculations involving addition, subtraction, multiplication and division;
- Practical applications of mathematical reasoning.

III. READING COMPREHENSION (10 Questions)

An important responsibility of the Buyer Assistant job involves reviewing requisitions, purchase orders and vendor responses. The capacity to read and comprehend various types of written material is essential to successful job performance. The questions in this section test your ability to read and comprehend information by presenting passages to read and asking questions that require the interpretation of the information presented in the passage.

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IV. WRITING SKILLS

(14 Questions)

Employees in this job are required to complete various office forms and prepare clear and concise business correspondence such as requisitions, purchase orders, specifications and other documents essential to departmental processing. The ability to use appropriate grammar, sentence structure and punctuation, as well as the ability to prepare accurate and easily understood reports, is essential to successful job performance. Test question topics include:

- Use of proper business English (e.g., sentence structure; grammar; syntax; etc.);
- Report preparation techniques: outlining major topics; arrangement of report components; effective use of paragraphs; etc.